

TITLE: Armored Car Service for Student Body & Cafeteria Funds – Secondary & DACE Schools

NUMBER: REF-1266.19

ISSUER: Chris Mount-Benites, Chief Financial Officer
Business & Finance Division

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Accounting & Disbursements Division

DATE: July 14, 2025

DUE DATE: N/A

ROUTING

Region
Administrator of
Operations
Secondary
Principals
Adult School
Principals
ROC & Skills
Center Principals
Financial
Managers
Cafeteria
Managers

PURPOSE: The purpose of this Reference Guide is to provide information and guidance on the 2025-26 armored car pick-up service for Student Body Stores and Cafeteria at secondary and DACE schools.

MAJOR CHANGES: This reference guide replaces REF-1266.18, which was issued on September 23, 2024. While there are no changes to the monthly rates for the 2025-26 school year, the guide now includes a cost breakdown on page 2, and Attachments A and B can be completed using Microsoft Forms.

INSTRUCTIONS: Sectran Security Inc. has been awarded a five-year contract to provide armored car service to schools from August 14, 2025, through June 18, 2026.

To sign up for armored car services, the school's Financial Managers must submit a request for expenditure through the [fundraising and events](#) website using the "Attachment C" application. This request will be reviewed and processed by the staff in the Student Body Finance Section.

The application should include the following information:

- The number of pick-ups per week
- The requested days for the pick-ups
- The total cost for the entire year (see Monthly Rates Chart)

Please note that Middle and High Schools should factor in 50% of the standard monthly rate, as Food Services (the cafeteria) covers half of the cost. Refer to the chart below for a detailed breakdown of the rates.

Standard Monthly Rates Chart

	Number of Pick-Up days per Week				
Month	1	2	3	4	5
July	-	-	-	-	-
August	\$ 56.24	\$91.05	\$125.33	\$167.06	\$208.88
September	\$ 98.42	\$159.34	\$219.33	\$292.35	\$365.55
October	\$103.82	\$168.10	\$231.38	\$308.41	\$385.63
November	\$75.71	\$122.57	\$168.71	\$224.88	\$281.19
December	\$70.30	\$113.82	\$156.66	\$208.82	\$261.11
January	\$69.22	\$112.06	\$154.25	\$205.61	\$257.09
February	\$102.74	\$166.35	\$228.97	\$305.20	\$381.62
March	\$93.01	\$150.59	\$207.28	\$276.28	\$345.46
April	\$88.68	\$143.58	\$197.64	\$263.43	\$329.39
May	\$102.74	\$166.35	\$228.97	\$305.20	\$381.62
June	\$38.93	\$63.04	\$86.77	\$115.65	\$144.61
Total	\$899.81	\$1,456.83	\$2,005.29	\$2,672.88	\$3,342.14
DACE Cost (100%)	\$899.81	\$1,456.83	\$2,005.29	\$2,672.88	\$3,342.14
Secondary ASB Cost (50%)	\$449.90	\$728.42	\$1,002.64	\$1,336.44	\$1,671.07
Cafeteria cost (50%)	\$449.90	\$728.42	\$1,002.64	\$1,336.44	\$1,671.07

Please refer to the chart below for the various fees and service charges associated with Sectran Armored Car Services.

Fees and Service Charges Chart

Unscheduled pick-up service	\$36.05 per stop
Summer School pick-up	\$25.75 per stop

If a school wishes to increase or decrease the number of pick-ups in the fiscal year 2025-26, the Financial Manager should complete [Attachment A](#) of this reference guide. The Student Body Finance Support will review the request, and if approved, Sectran Security will be notified of the change in service.

In addition, if Sectran Security misses a scheduled pick-up or if there is an emergency closure of a school site, the monthly rate can be reduced further by having the Financial Manager complete [Attachment B](#) of this reference guide within five working days after the close of each month.

Please note that a "missed trip" occurs when service is not provided at the scheduled time and on the scheduled day. If the contractor arrives for a scheduled pick-up and the deposit is not ready for collection that day, the location will be responsible for paying for the rescheduled pick-up.

Sectran Security will send a monthly invoice for all schools to the Accounts Payable Branch. Schools are not required to create purchase orders or pay Sectran Security directly. Each school's student body organization will receive an invoice from the District's General Accounting Branch for reimbursement. Please include the invoice number to ensure proper credit to the school's account when making a payment.

**RELATED
RESOURCES:**

[Publication 465 - Secondary Student Body Policies and Accounting Procedures](#)

[Publication 469 - DACE Student Body Policies and Accounting Procedures](#)

ATTACHMENTS:

[Attachment A - Request to change armored car pick-up service form](#)

[Attachment B - Request for adjustment to monthly rate form](#)

[Attachment C - Application User Guide](#)

ASSISTANCE:

Please contact your Coordinating Financial Manager for assistance or further information and/or visit the [Student Body Finance Support](#) Website for the latest news and resources.